

Search and filter playlists in Video Portal - Theming

Last Modified on 08/13/2025 2:03 pm IDT

 This article is designated for all users.

About

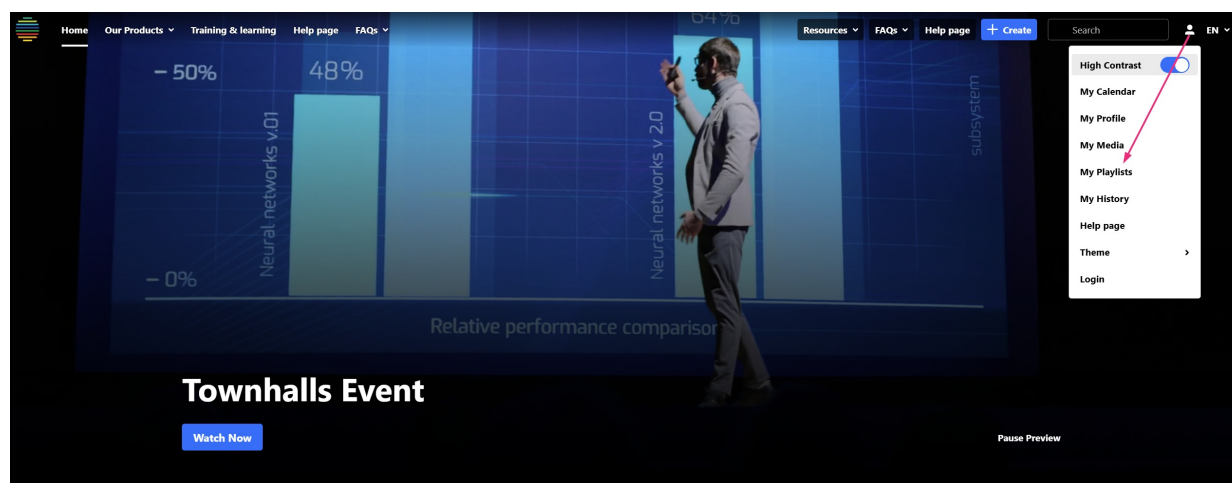
The My Playlists page includes built-in search tools to help you quickly find the playlists you need, whether you're looking for something you created, something shared with you, or something you edited recently.



This article applies to the Theming-based [My Playlists page](#). If you don't have [Theming](#) enabled, please see our article [Search and filter playlists](#).

Access the My Playlists page

From the user menu, select **My Playlists**.



Most popular videos



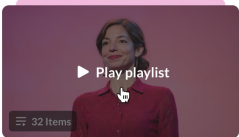
The 'My Playlists' page displays.

My Playlists

8 Items

Filters

Create playlist

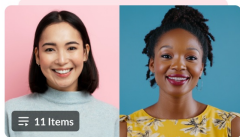


Play playlist

32 Items

Watch later


Update May 9, 2025



11 Items

Top generative AI tools


Update April 6, 2025



8 Items

Learning strategies


Update January 3, 2025



23 Items

Introduction to generative AI: U...

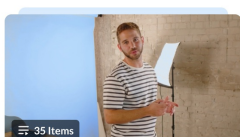
Update January 3, 2025



10 Items

New employee on-boarding

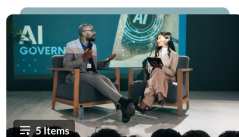
Update April 9, 2024



35 Items

Equality in Workplace

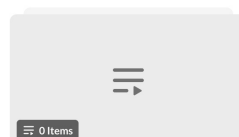
Update September 14, 2024



5 Items

Future-ready skills

Update September 29, 2024



0 Items

Public speaking & communicatio...

Update May 9, 2025

Search

At the top of the page, start typing a keyword into the search bar to quickly find specific playlists by name or keyword.


The results will automatically update.




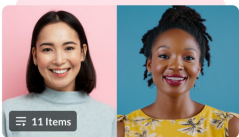
The **Watch List** playlist is hidden when performing a text search.

My Playlists


2 Items

 Filters





Top generative AI tools
 Update April 6, 2025




Learning strategies
 Update January 3, 2025

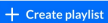
Apply filters

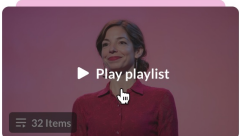
You can combine the search with filters to narrow down results even further.

My Playlists

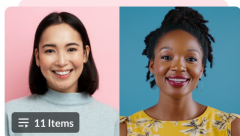
8 Items

 Filters







Watch later
 Update May 9, 2025



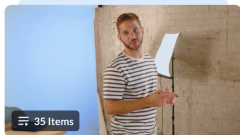
Top generative AI tools
 Update April 6, 2025



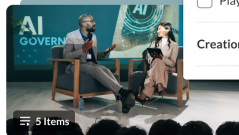
Learning strategies
 Update January 3, 2025



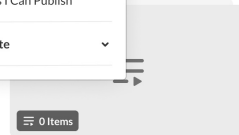
New employee on-boarding
 Update April 9, 2024



Equality in Workplace
 Update September 14, 2024



Future-ready skills
 Update September 29, 2024



Public speaking & communication
 Update May 9, 2025

Clear all filters

Sort by

Ownership

Creation date

☒ Any owner
☐ Playlists I Own
☐ Playlists My Group Owns
☐ Playlists I Can View
☐ Playlists I Can Publish

Click the filters icon at the top right of the page. The filters include the following options:

Sort by

Sort your playlists by:

- Relevance
- Creation Date (Newest → Oldest / Oldest → Newest)
- Last Updated (Newest → Oldest / Oldest → Newest)
- Alphabetical (A-Z / Z-A)

Ownership:

Use this filter to view playlists based on your relationship to them:

- Any Owner – Show all playlists you have access to
- Playlists I Own – Playlists you personally created
- Playlists My Group Owns – Playlists owned by your group
- Playlists I Can Edit – Playlists you're allowed to update
- Playlists I Can View – Playlists you have view-only access to
- Playlists I Can Publish – Playlists you're allowed to publish

Creation Date:

Use this to find recently created playlists:

- Any Date – No time filter
- Last 7 Days
- Last 30 Days
- Custom Range – Pick specific start and end dates from a calendar

Combine filters for better results

You can use both filters at once and combine them with a keyword search for more precise results. For example, you can search for "training" and filter by 'Playlists I Own' and 'Last 30 Days' to find your recent training playlists.